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1986

National Library of Medicine
Index Section
•
Indexing
Practice and Philosophy

Department of Health & Human Services
Public Health Service • National Institutes of Health



National Library of Medicine
Index Section
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Indexing
Practice and Philosophy

by
Thelma Charen

National Library of Medicine
Index Section • BSD

1986

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MC/DIR E04699 890308

THE INDEXING OPERATION

The aim of indexing is to supply all the information required for the correct citation of an article in INDEX MEDICUS and to describe the content of the article fully and accurately in terms of subject headings of the thesaurus of the National Library of Medicine, MEDICAL SUBJECT HEADINGS (MeSH).

The descriptive bibliographic information is supplied by offsite editors and typists; the subject analysis is supplied by NLM and contract indexers in this country and indexers at foreign MEDLARS centers.

The basis of the indexing operation is the paper data form and its corresponding online panels.

The indexer reads and understands the title; reads each word of the text down to the point where the author says, "The purpose of this study is to..."; reads every bold-face or italicized section header; scans the paragraphs, adding subject headings to cover the discussions in the order of the paging; supplies all required check tags; reads every word of the conclusion; checks the abstract for salient points he may have missed. This is called indexing.

PRELIMINARY INDEXING ACTIVITY

The indexer picks up a journal, reads the cover to orient himself in the subject.

He then opens the journal to read the Serial Throughput Record stapled to the inside cover to determine the priority of the journal.

The figure in the priority field on the reproduction on the next page, tells him whether to index this journal as RUSH (within 24 hours) and how deeply to index the journal.

The legend in the Indexing Instruction field tells him how to handle difficult or questionable aspects of various departments within a journal.

He then turns to the first article and begins to index as described in THE INDEXING OPERATION. He continues through the issue. He takes all articles impartially in all journals unless the Serial Throughput Record marks after the priority number the letter S. S is for "selectively indexed" and from journals so marked (like SCIENCE and NATURE, both covering a world beyond medicine) takes only the articles on subjects in medicine, physiology and other fields that relate to human and veterinary medicine. If he encounters a borderline subject he applies the rule governing all aspects of indexing: WHEN IN DOUBT INCLUDE.

SERIAL THROUGHPUT CARD

(2) ORIGINATOR: 099 INDEXER: REVISER:

(4) JTC: DT3 (3) ARTS: ⁷ PRIORITY: 2 S
TA: Cryobiology

(5) PUBDATE: 1985 Dec

(6) VOL: 22

(7) ISSUE: 6

MRI : NLM005741078

(29) RECEIVED BY FOREIGN CENTER: NA

(29) MAILED TO NLM : NA

(29) RECEIVED BY NLM : 851211

(29) RECEIVED BY INDEX SECTION : _____

INDEXING INST: INDEXING CHANGED TO SELECTIVE 10-26-83.

POTENTIAL IND:

AV NUM ART/ISSUE: 12

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|----------------|--------------|--------------------------|---|---------|-----------------|
| 1 C | 8 PAGINATION | 9 LANGUAGE ENG. _____ | ANONYMOUS A <input type="checkbox"/> | 17 REFS | 15 SUBJECT NAME |
| 10 AUTHOR DATA | | | | | |

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14 TITLE (Vernac or Translit)

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Here is the comment by a 1986 Library Associate after her administrative and technical orientation in Index Section:

"Hitherto, I had thought that the automation of a manual system would be less efficient if it simply followed the format of the paper it was replacing. However, it appears that this is the aspect of automation that causes staff problems in that the machine format is usually very different from the paper form. Online indexing at NLM seems to combine the familiarity of the manual form with the enhancements of an online system."

DATA FORM ONLINE

The panel below and those on the next page show the translation of the data form to the online screen.

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CMD:          ARCH OTOL 1983 Jan:109(1)                                P3
O:            M:          I:099  R:          S:          Q:          LANG: Eng  _ _ _
PAG.: 1-5     ANON:       REFS:  _ _ _
AUTHOR: Jerger J
        Hayes D
>      Klein AJ
        Ozdamar O
        ** Kraus L
AU AFL: Department of Otorhinolaryngology and Communicative Sciences, Baylor
        College of Medicine, Houston.
>
TITLE: Latency of the acoustic reflex in eighth-nerve tumor.
>
VERN:
>
MSG:
>
RETURN/process F1/hlp F2/#cat F3/ext F4/can F5/nxt F6/ins F7/up F8/dwn F9/fin
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CMD: ARCH OTOL 1983 Jan:109(1):1-5 P5

| | | | |
|-----------------------|------------------|----------------|-------------------|
| A - PREGN | L - CHICK EMBRYO | Y - IN VITRO | k - 20th CENT |
| B - INF NEW (to 1 mo) | M - DOGS | Z - CASE REPT | l - X NIH/PHS SUP |
| C - INF (1 to 23 mo) | O - GUINEA PIGS | b - COMP STUDY | m - OTH US GOV |
| D - CHILD PRE (2-5) | P - HAMSTERS | c - ANCIENT | n - NON US GOVT |
| E - CHILD (6-12) | Q - MICE | d - MEDIEVAL | |
| F - ADOLESC (13-18) | S - RABBITS | e - MODERN | CIT TYPE: |
| G X ADULT (19-44) | T - RATS | f - 15th CENT | |
| H X MID AGE (45-64) | U - ANIMAL | g - 16th CENT | w - HIST ART |
| I - AGED (65+) | V - HUMAN | h - 17th CENT | x - HIST BIOG |
| J - CATS | W - MALE | i - 18th CENT | y - BIOG OBIT |
| K - CATTLE | X - FEMALE | j - 19th CENT | z - ENG ABST |

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CMD: -----DESCRIPTORS----- P6

ARCH OTOL 1983 Jan:109(1):1-5

G ADULT(19-44)

H MID AGE(45-64)

V HUMAN

W MALE

X FEMALE

l NIH / phs sup

NEUROMA, ACOUSTIC / #physiopathol

*REFLEX, ACOUSTIC

REACTION TIME

RETURN/process F1/hlp F2/#cnt F3/ext F4/can F5/nxt F6/ins F7/up F8/dwn F9/fin

Effects of Cryosurgery in Experimental Carcinoma on Lectin Binding and Keratin Distribution

TOMIHISA NINOMIYA, HIDETOSHI HIGASHIYAMA, AND MASAHIKO MORI

Department of Oral Surgery, Asahi University, School of Dentistry, Hozumi Hozumi-cho, Motosu-gun, Gifu 501-02, Japan

Histochemical alterations of lectin binding and keratin distribution in experimental carcinomas of the hamster cheek pouch were obtained following cryotreatment. Cryotreated carcinoma cells showed a characteristic reduction in lectin binding and keratin staining shortly following cryosurgery. Tumor tissue, on the 2nd and 3rd days after cryotreatment, displayed destruction and necrosis with almost a complete loss of lectin binding and keratin staining. The remaining neoplastic cells located in the deeper layer showed positive reaction for both lectin binding and keratin, which is indicative of tumor recurrence. Histochemical staining of lectin binding and keratin proteins were useful markers in cryotreated tumor cells to identify either destruction and necrosis or vital activity of neoplastic growth. © 1985 Academic Press, Inc.

Histologic changes following cryotreatment of epithelial malignancy have indicated that the main effect on the tumor tissue was destruction due to the formation of ice crystals (5, 16). A preceding paper (12) has shown by histochemical techniques that necrotic tumor tissues have a marked decrease in enzymatic reactions resulting from destructive changes in the biological membrane system of neoplastic cells. Histochemically detected changes in enzymatic activity were also useful to determine the degree of necrotic alteration of malignant tumors.

Recently, it has been reported that lectin-binding patterns in squamous cell epithelia showed a regular distribution (1, 2, 7, 8, 10) and that these patterns in tumor tissues derived from such cells had an irregular distribution with decreased staining (9). Cells in squamous cell carcinomas gave positive staining for keratin (11). Histochemical patterns of lectin binding and keratin proteins are one of the markers for epithelial cells and epithelium-derived neoplastic cells.

The present study describes the lectin-binding pattern and keratin distribution in

hamster carcinomas under the conditions of cryodestruction and compares the results with those of nontreated neoplastic epithelium as well as with homologous squamous epithelium in the hamster cheek pouch.

MATERIALS AND METHODS

Experimental carcinomas. Cheek pouch mucosa of male syrian hamsters weighing 100–120 g were painted with 0.5% DMBA solution twice a week for 16 to 18 weeks. The mucosal lesions developed squamous cell carcinomas at 16 to 18 weeks. The tumors showed cauliflower-like exophytic growth and occasional bleeding on the tumor surface and were identified histologically as moderately or highly keratinized squamous cell carcinomas.

Cryosurgical procedure. Cryoprobe R-9015 (12 × 9 mm) of the Spemby System 9R was used. Hamsters were anesthetized with sodium pentobarbital (Somnopenil, 0.4 ml/kg), and the cryoprobe at -60°C was applied once for 90 sec to the tumor surface in the hamster cheek pouch. Details of the procedure have been reported previously (12).

Specimens. After cryotreatment, animals were sacrificed at 6, 12, or 24 hr and at 2,

Received March 1, 1985; accepted May 31, 1985.

COMPLETED DATA FORM

This is a reproduction of a data form completed by an offsite indexer.

Note the presence of the * on certain terms. This indicates that these terms with the citation of the article will appear in INDEX MEDICUS.

The terms without the * note terms for subjects discussed in the article but not actually the point of the 7-page article indexed.

In other words, this is a 7-page article on the terms on lines 2, 4, 12, 14 and 22 but it is NOT an article on the immunological aspects of the mouth mucosa (line 16), although this subject is discussed.

The asterisked headings are referred to as IM terms (INDEX MEDICUS) and those without stars as NIM (NON-INDEX MEDICUS). While all are available for online searching, only those representing the point of an article or its overall coverage will appear in INDEX MEDICUS.

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| 21 | |
| 2 | CARCINOMA, SQUAMOUS CELL / * surg |
| 3 | |
| 4 | MOUTH NEOPL / * surg |
| 5 | |
| 6 | MOUTH MUCOSA / *metab |
| 7 | |
| 8 | CHEEK |
| 9 | |
| 10 | HAMSTERS, SYRIAN |
| 11 | |
| 12 | * CRYOSURGERY |
| 13 | |
| 14 | LECTIN RECEPTORS / * metab |
| 15 | |
| 16 | MOUTH MUCOSA / immunol |
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| 18 | MOUTH NEOPL / immunol |
| 19 | |
| 20 | MOUTH NEOPL / metab |
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| 22 | KERATIN / * IMM metab |
| 23 | |
| 24 | CARCINOMA, SQUAMOUS CELL / immunol |
| 25 | |
| 26 | CARCINOMA, SQUAMOUS CELL / metab |
| 27 | |
| 28 | CARCINOMA, SQUAMOUS CELL / pathol |
| 29 | |
| 30 | MOUTH NEOPL / pathol |
| 31 | |

SUBHEADINGS

The 14000+ main headings in MeSH lend themselves to combination with the 76 available subheadings.

Use of a subheading, however, depends upon the categorization of the main heading. That is, LIVER is in the Anatomy Tree and so is the subheading /radiation effects. The combination LIVER /radiation effects is therefore permissible for an article on the effects of x-ray on the LIVER.

Since, however, /radiation effects is not permitted with Category C, the combination of LIVER NEOPLASMS /radiation effects is not permitted.

On the pages to follow you are given an alphabetical list of available subheadings with the assigned permissible categories or trees, on the pages after them the category arrangements which indexers find more convenient. In online indexing the use of an illegal main heading/subheading combination is called to the attention of the indexer on the screen being worked on: he cannot proceed until he makes a correction.

INDEX MEDICUS SUBHEADINGS

* Category A - Anatomy

| | | | |
|--------------|---------|--------------|--------------|
| abnorm | embryol | metab | rad eff |
| anal | enzymol | microbiol | radlogr |
| anat | growth | parasitol | radionuclide |
| blood supply | immunol | pathol | secret |
| class | inj | physiol | surg |
| cytol | innerv | physiopathol | transpl |
| drug eff | | | ultrastruct |

* see attached for subcategory restrictions

Category B - Organisms

| | | | |
|-------------------|------------------------|---------------------------|----------------------|
| anal (not B2) | drug eff (not B2) | isol (not B2, 6) | pathogen (not B2, 6) |
| anat (not B3, 4) | embryol (not B3, 4, 5) | metab | physiol |
| blood (only B2) | enzymol (not B2) | microbiol (only B1, 2, 6) | rad eff (not B2) |
| class | genet | parasitol (only B1, 2, 6) | surg (only B2) |
| csf (only B2) | growth | | ultrastruct (not B2) |
| cytol (not B2, 4) | immunol | | urine (only B2) |

Category C - Diseases

| | | | |
|------------------------|-----------|--------------|-----------------------|
| anal (only C4) | diet ther | microbiol | radionuclide |
| blood | drug ther | mortal | radlother |
| blood supply (only C4) | econ | nurs | rehabil |
| chem ind | embryol | occur | second (only C4) |
| class | enzymol | parasitol | secret (only C4) |
| compl | etiol | pathol | surg |
| congen (not C16) | familial | physiopathol | ther |
| csf | hist | prev | transm |
| diag | immunol | psychol | ultrastruct (only C4) |
| | metab | radlogr | urine |
| | | | vet (not C22) |

INDEXING TOOLS

Reproductions of the covers of the basic indexing tools and representative pages follow. Below is a brief characterization of each tool.

ANNOTATED MeSH (785 pages)

14647 terms (10737 major + 3355 minor + 555 search
8689 see references terms)
1038 see related references
13157 annotations

TREE STRUCTURES (446 pages)

15 trees in 107 subcategories

PERMUTED MeSH (384 pages)

an alphabetized list of each word in each MeSH heading, i.e., for ARTERIAL OCCLUSIVE DISEASES there is an entry under ARTERIAL, under OCCLUSIVE and under DISEASES

MEDICAL SUBJECT HEADINGS--SUPPLEMENTARY CHEMICAL RECORDS
(1105 pages)

22977 chemical headings with mappings & annotations

MEDLARS INDEXING MANUAL (Pt I-Descriptive, 140 pages;
Pt II-Subject indexing, 380 pages)

general rules on indexing theory and application
arranged in the order of the data form and MeSH
trees

TECHNICAL NOTES (105 pages)

indexing policy explicated half-way between the
specificity of the annotations and the theory of
the manual

ONLINE INDEXING MANUAL (216 pages)

instructions on the manipulation of the terminals

isocyanatomethacrylate

- (SY) methacryloyl-R-isocyanate
(HM) *METHACRYLATES
(II) BONDING, DENTAL
(NO) used in bonding restorative resins to dentin

isocyanic acid

- (RN) 75-13-8
(HM) *CYANATES
(NO) structure

iso-1-cytochrome C

- (HM) CYTOCHROME C/*analogs
(NO) differs in structure at residue 72(lysine-trimethyllysine)

iso-2-cytochrome C

- (SY) iso-2 cytochrome c
(HM) CYTOCHROME C/*analogs

iso-2 cytochrome c see iso-2-cytochrome C

isodeoxydiphyllotoxin see deoxydiphyllotoxin

isodiazinon

- (RN) 82463-42-1
(SY) 2-isopropyl-6-methyl-4-S-pyrimidinyl diethylthiophosphate
(HM) *DIAZINON
(II) ISOMERISM
(NO) inhibits porphyrin biosynthesis

isodihydroparlarine see drotaverin

isodityrosine

- (RN) 83118-65-4
(HM) TYROSINE/*analogs
(II) CROSS-LINKING REAGENTS
(NO) structure given in first source

isodonioic acid

- (RN) 84294-78-0
(HM) *DITERPENES
(NO) from leaves of *Rubus idaeus*; RN given refers to (1R-(1alpha,4beta,6beta,9beta,11alpha,11alpha,11beta))-isomer, RN for cpd without isomeric designation not in Chemline 7/84; structure given in first source

isoeoxydon

- (RN) 67772-76-3
(SY)
5,6-epoxy-4-hydroxy-2-hydroxymethylcyclohex-2-en-1-one
(HM) *CYCLOHEXANOLS
(NO) metabolite of patulin pathway in *Penicillium verrucosum*; structure

isoetam

- (RN) 41663-50-7
(HM) ISONIAZID/*analogs
(HM) *ETHAMBUTOL
(HM) DRUG COMBINATIONS
(PA) LEPROSTATIC AGENTS
(NO) combination of isoniazid sodium methanesulfonate & ethambutol, UD 26.8g also includes pyridoxine

24-isomethylcholesterol-5-en-3 beta-ol,delta(5)- avenasterol see fucosterol

isoeugenol

- (RN) 97-54-1
(RR) 5932-68-3 ((E)-isomer)
(RR) 5912-86-7 ((Z)-isomer)
(RR) 63661-65-4 (Na salt)
(SY) 2-methoxy-4-propenylphenol
(HM) EUGENOL/*analogs
(NO) RN given refers to cpd without isomeric designation

isofenphos

- (RN) 25311-71-1
(SY) amaze
(SY) ofanol
(HM) *ORGANOTHIOPHOSPHORUS COMPOUNDS
(PA) INSECTICIDES, ORGANOTHIOPHOSPHATE

isoferritin

- (HM) *FERRITIN

isofezolac see LM 22102

isofloridoside

- (RN) 4649-46-1
(RR) 7420-23-7 ((beta-D)-isomer)
(RR) 23202-76-8 ((R)-isomer)
(RR) 38841-15-5 ((beta-D)-(S)-isomer)
(RR) 60046-63-1 (beta-D-galactoside, 2,3-dihydroxypropyl)
(RR) 29699-32-9 (galactoside, 2,3-dihydroxypropyl)
(RR) 16232-91-0 ((beta-D)-(R)-isomer)
(SY) alpha-galactosylglycerol
(SY) D-glyceryl beta-galactopyranoside
(HM) *GALACTOSIDES
(NO) RN given refers to parent cpd

isofloxythepin

- (RN) 70931-18-9
(RR) 88848-20-8 (10-(14)C-labeled cpd)
(SY) 3-fluor-8-isopropyl-10-(4-(2-hydroxyethyl) piperazino)-10,11-dihydrodibenzof(b,f)thiepin
(HM) *DIBENZOTHIOPINS
(PA) TRANQUILIZING AGENTS, MAJOR
(NO) RN given refers to unlabeled cpd; structure

isofucosterol epoxide see fucosterol epoxide

28-isofucosterol see fucosterol

isofumigaclavine A

- (RN) 58800-19-4
(RR) 6879-59-0 (fumigaclavine A(8alpha,9beta)-isomer)
(SY) 9-acetoxy-6,8-dimethylergoline
(HM) *ERGOLINES
(II) MYCOTOXINS
(NO) metabolite of *Penicillium roqueforti*; RN given refers to (8 beta,9 alpha)-isomer; structure

isogabaculine

- (RN) 71225-88-2
(RR) 70249-38-6 (trifluoromethylate(-)-isomer)
(RR) 74032-86-3 (trifluoromethylate)
(SY) 3-aminocyclohex-1,5-dienylcarboxylic acid
(HM) *CYCLOHEXANECARBOXYLIC ACIDS
(NO) irreversible enzyme-activated inhibitor of GABA-transaminase, RN given refers to parent cpd without isomeric designation

isogentisin

- (RN) 491-64-5
(SY) 1,3-dihydroxy-7-methoxyanthrone
(HM) *XANTHENES
(II) PLANTS, MEDICINAL
(NO) found in plants such as *Guttiferaceae* & *Gentianaceae*; structure

isoglobotriacylceramide

- (RN) 84593-23-7
(SY) Gal(alpha1-3)Gal(beta1-4)Glc(beta1-1)Cer
(SY) IGTC
(HM) *GLOBOSIDES

isoguvacine

- (RN) 64603-90-3
(RR) 68947-42-2 (HBr)
(RR) 68547-97-7 (HCl)
(HM) *ISONICOTINIC ACIDS
(NO) A GABA agonist, RN given refers to parent cpd; structure

isoguvacine propyl ester

- (RN) 81256-84-0
(SY) IGPE
(HM) *ISONICOTINIC ACIDS

28-isoholosterol see holosterol

isohematinic acid

- (RN) 86408-37-9
(HM) SUCCINIMIDES
(PA) ANTIBIOTICS
(NO) from *Actinoplanes philippinensis*, RN given refers to (+)-isomer; RN for cpd without isomeric designation not in Chemline 7/84; structure given in second source

isohexanoic acid see isocaproic acid

isohistamine

- (RN) 19225-96-8
(HM) HISTAMINE/*analogs

isohomovanillic acid

- (RN) 1131-94-8
(SY) 4-methoxy-3-hydroxyphenylacetic acid
(SY) homo-iso-vanillic acid
(HM) *HOMOVANILLIC ACID
(II) ISOMERISM
(NO) structure

isohydroxymethoxyphenylglycol see isoMHPG

isoidide dinitrate

- (RN) 38777-20-7
(RR) 575-86-0 ((L)-isomer)
(SY) dianhydro-L-iditol-2,5-dinitrate
(HM) *SUGAR ALCOHOLS
(PA) VASODILATOR AGENTS
(NO) RN given refers to cpd without isomeric designation

iso-Indoklon

- (RN) 13171-18-1
(SY) 1,1,1,3,3,3-hexafluoroisopropyl methyl ether
(HM) *FLUOROTHYL
(PA) ANESTHETICS
(II) ISOMERISM
(NO) structure given in first source

2H-Isotindol-2-amine, 4-chloro-N-(4,5-dihydro-1H-imidazol-2-yl)-1,3-dihydro-, monohydrochloride see BE 6143

isolanid

- (RN) 17575-22-3
(SY) lanatoside C
(SY) lanatigen C
(SY) allicor
(SY) oedilamid
(SY) celanide
(HM) *LANATOSIDES
(II) CARDIAC GLYCOSIDES
(NO) RN given refers to (3beta,5beta,12beta)-isomer; RN for cpd without isomeric designation not in Chemline 7/84

isolaureatin

- (RN) 19897-64-4
(HM) *ETHERS, CYCLIC
(PA) ANTIMETABOLITES
(NO) extract of sea hare, *Aplysia dactylomela*; structure

isolectin (*Banisteria simplicifolia*) see isoelectins

isoelectins

- (SY) isoelectin (*Banisteria simplicifolia*)
(SY) *Griffonia simplicifolia* 1-B(4) isoelectin
(HM) *LECTINS

isoleucine-7 AIII see angiotensin III, 8-De-

INDEXING PRINCIPLES

The pages which follow have been reproduced from the MEDLARS INDEXING MANUAL.

They give a detailed philosophic approach both to our spiritual commitment to users of INDEX MEDICUS and to our technical commitment to the handling of medical literature.

Read the pages carefully and think about them. We feel they represent our way of serving the public. The general principles were set in 1950 when the direct INDEX MEDICUS predecessor, CURRENT LIST OF MEDICAL LITERATURE, was born. They grew up to meet the demands of the MEDLARS desiderata by 1965 but have changed very little since then. Every indexer strives to apply the principles to the best of his ability.

INDEXING PRINCIPLES

The basic principles of indexing and the indexing philosophy and theory are delineated in the MEDLARS INDEXING MANUAL. The elementary orientation is given almost entirely in general statements in three important chapters of the manual:

INDEXING OPERATION - 7p.

- coordinate indexing
- analysis of the contents of an article
- how to read an article preparatory to typing headings
- the spiritual qualities of NLM indexing
- what content of an issue is actually indexed

DEPTH INDEXING - 2p.

- when do you index very deeply with many headings?
- when do you index less deeply with fewer headings?
- who decides?
- what is chosen how?
- how many terms is "very deeply"? "less deeply"?

TERMS PRINTED IN INDEX MEDICUS & TERMS STORED ON LINE - 3p.

- rules governing what goes where
- who decides

TRAINING

A formal training class is held from 8:30 to 5:00 each day for two weeks.

Lectures by a faculty of four are given in the mornings. Exercises are completed by the trainees at their desk from after lunch until 3:30. At 3:30 the class re-assembles and the instructor goes over the exercises.

At the end of the two-week class instruction, each indexer is assigned to a reviser.

The reviser goes over every journal after it has been indexed by the indexer. Any revision of trainees' work takes precedence over regular revision.

The progress of the trainee is charted weekly. We are not interested in instant knowledge and perfection; we are interested in a steady upward progress.

Indexers must learn to index manually on data forms in order to concentrate on the intellectual aspects of our system. This will require at least three months' indexing before they switch to online indexing.

Textbooks with exercises are provided for both indexing training and online indexing training.

MEDLARS TRAINING SCHEDULE

Index Section

| | | |
|-----------|--|--------------------------------|
| Monday | MEDLARS History of INDEX MEDICUS Administration & Workflow LJI Depth & Non-Depth; IM & NIM Relation to Other Divisions MEDLARS INDEXING MANUAL | Mrs. Charen |
| Tuesday | MeSH Introductions to Public & Annotated MeSH Black-&-White MeSH ANNOTATED MeSH TREE STRUCTURES PERMUTED MeSH Scope Notes | Dr. Van Lenten |
| Wednesday | Check Tags Coordination | Dr. Van Lenten |
| Thursday | Subheadings Theory History Detailed Analysis | Mrs. Lawrence Mrs. Lawrence |
| Friday | Subheadings (contd) Detailed Analysis | Mrs. Lawrence Mrs. Kiger |
| Monday | Tree Analysis: A, B, G4-12 | Mrs. Lawrence |
| Tuesday | Tree Analysis: C, D | Mrs. Charen Dr. Van Lenten |
| Wednesday | Tree Analysis: D (contd) E, H | Dr. Van Lenten |

| | | |
|----------|--|------------------------------|
| Thursday | Tree Analysis: F, G1-3, I-L, M-Z | Mrs. Charen Mrs. Kiger |
| Friday | Data Form: Descriptive Indexing Demonstration Tools Indexing Philosophy Journal Assignment Statistics | Mrs. Lawrence Mrs. Charen |

The classes run from 8:30 a.m. to 5:00 p.m.
Lectures are given usually in the morning,
interrupted by exercises pertinent to the
lecture subject. Afternoons are devoted to
lectures or exercises as the subjects de-
mand.

Last Words to Trainees

The next page is taken from the Training Syllabus. It carries general admonitions to speed the trainee on his way from the classroom to the first journal starting his indexing career.

He is advised of his role as a reporter.
He is told not to linger reading articles.
He is asked to trust the author. He is
asked to serve the user.

INDEXING PHILOSOPHY

The rules governing indexing policy are numerous and intricate and highly detailed. The basic indexing philosophy, however, is as neat and simple as the rules are myriad.

- An Indexer is only an indexer: he is not a physician, not a research scientist, not an author; an Indexer reports: he does not evaluate, he does not diagnose, he does not perform operations.
- An Indexer who does not understand the point of an article within 10 minutes will not index it any better after 30 or 40 minutes.
- An Indexer will learn as much about antigens for indexing purposes by indexing 40 articles on antigens as by spending 15 hours of indexing time reading about antigens.
- The article in hand is the world's best authority on that article. An accurate Indexer is the world's second best authority.
- An Indexer will index the data in the article, what the author says, not what the Indexer thinks the author means; what the author says, not what implication nor application the data have.
- An Indexer will index what is discussed, not what is merely mentioned.
- An Indexer will always distinguish between an -ology and an organ or disease: the -ology is always the physician; the organ or disease is always the patient. They are never confused.
- An Indexer will describe the concepts or contents of an article faithfully and only within the confines of MeSH.
- An Indexer will always index toward the most specific heading possible: an article on the lung is indexed as LUNG and not as RESPIRATORY SYSTEM.

1986
INDEXING
ORIENTATION

S e p t e m b e r
1985

CONTINUING EDUCATION

TECHNICAL MEMORANDA

Usually admonitions to the staff of indexing errors called to my attention by outsiders. The staff is advised of the deficiency and the principles are expanded. The data base is corrected.

These memoranda also advise of new or changed policy to be incorporated officially in the various tools at the end of the indexing year.

ONLINE INDEXING TECHNICAL MEMORANDA

These are generated by Quality Control or by offsite editors and typists and relate to either the manipulation of the terminals and online indexing procedures or to form and coverage of descriptive indexing: paging, authors' names, inclusions in titles, etc.

HISTORY MEMORANDA

These relate to the handling of historical articles or historical notes in standard articles. Special inspection is given to such items as flagged for the History Specialist.

TRANSLATION MEMORANDA

Reminders to indexers who translate foreign titles about preferred American usage.

ORIENTATION

An annual orientation held in September in anticipation of the new indexing year (indexing for the coming year begins 1 October).

All indexers, NLM and contract, local and beyond the metropolitan area, must attend.

The instruction packet is usually 50 pages long with the bulk devoted to the MeSH changes for the coming year. Upcoming indexing policy changes, if any, are also gone into.

Since the indexers know each other well the orientation is conducted informally with questions from the indexers as they arise.

The packets, questions and answers are circulated to foreign MEDLARS centers who conduct their own orientations in their countries.

MISCELLANEOUS STATISTICS

| | |
|--|------|
| Journal titles indexed for INDEX MEDICUS | 2742 |
| MEDLINE & special lists | 6269 |
| (ADA, AHA, HEALTH, POPLINE, etc.) | |

Number of indexers and revisers

| | |
|--------------|----|
| NLM indexers | 7 |
| NLM revisers | 18 |
| NLM chemists | 2 |

| | |
|-------------------|----|
| Contract indexers | 31 |
| Foreign indexers | 20 |

| | |
|---------------------------|----|
| Articles indexed per hour | 4 |
| Articles revised per hour | 15 |

| | |
|--|---------|
| Articles published monthly in INDEX MEDICUS | 24000+ |
| Articles published annually in INDEX MEDICUS | 288000+ |

Languages: MEDLINE breakdown as of March 1984

| | |
|--------|-----|
| 75.69% | Eng |
| 5.46 | Rus |
| 5.05 | Ger |
| 3.60 | Fre |
| 3.00 | Jpn |
| 1.27 | Ita |
| 1.16 | Spa |
| etc. | |

| | |
|-----------|---|
| Work flow | RUSH journals 95% indexed within 30 days from receipt at NLM |
| | others indexed within 90 to 100 days with goal 60 days |
| | 38% of all titles done within 30 days |

| | |
|-------------|---|
| Publication | Articles indexed in March will appear in the May INDEX MEDICUS and the April SDILINE (SDILINE contains only the most recent month's MEDLINE citations) |
|-------------|---|

The May INDEX MEDICUS is sent out by GPO
the first or second week of May.

CHEMICAL ACTIVITY

300 queries submitted per week by indexers - average

75 are new and are newly created by the specialists

60 are already online but not yet in the printed tool

90 yield new synonyms, new pharmacological actions,
new entry terms for online users

75 are indexed by the chemical specialist since the
indexer does not know the chemistry

NATIONAL LIBRARY OF MEDICINE



NLM 00700436 9